

Columbia State Community College

**2019 Governor's Investment in Technical Education
(GIVE)**

PROGRAM TITLE: Integration of WBL into Curricular Pathways

LEAD ENTITY: Columbia State Community College

FISCAL AGENT: Columbia State Community College

IN PARTNERSHIP WITH:

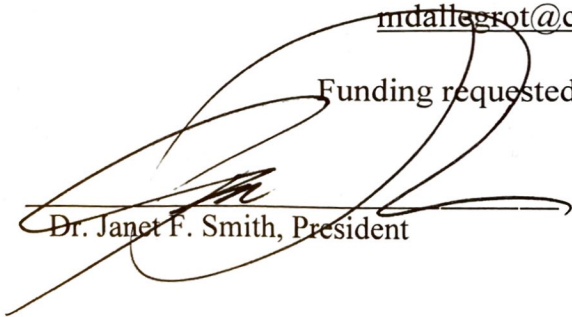
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| 1. Maury Alliance | 15. Chartwell Hospitality |
| 2. South Central Tennessee Workforce Alliance (SCTWA) | 16. CJC Technologies |
| 3. Workforce Essentials | 17. C Spire Business |
| 4. Tennessee Hospitality & Tourism Association | 18. Connor's Steak & Seafood, Cool Springs |
| 5. Williamson County Convention & Visitors Bureau | 19. Embassy Suites Nashville |
| 6. Giles County School System | 20. Harpeth Hotel |
| 7. Hickman County Schools | 21. Homewood Suites by Hilton Nashville/Franklin |
| 8. Lawrence County Schools | 22. Local Government Corporation Marshall Hospitality, LLC |
| 9. Maury County Public Schools | 23. Old Natchez Country Club |
| 10. Wayne County Schools | 24. Simplify Technology |
| 11. Williamson County Schools | 25. Smelter Service |
| 12. Boys & Girls Club of Maury County | 26. Southhall, LLC |
| 13. TCAT Dickson | 27. Tractor Supply Company |
| 14. TCAT Pulaski | 28. <u>Westhaven</u> Golf Club |

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Funding requested: \$626,358


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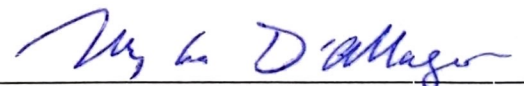

Dr. Mary Lou D'Allegro, Project Director

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Abstract/ Project Summary

To help TN reach the Drive to 55 goal, this TN GIVE Grant application proposes a Center of Work Based Learning and Curricular Pathways (CWBL-CP). With funding from this TN GIVE Grant and support from the grant's educational and industry partners, the number of curriculum integrated work based learning (WBL) opportunities will increase by 75 annually or 210 by the end of the grant period. Further, this grant will ensure existing and newly created curricular pathways (CPs) from high school to a college credential will lead to permanent, secure jobs that pay living wages in high demand occupations. WBLs integrated into these CPs as a cumulative experience will target occupations with the most acute job shortages associated with existing Columbia State Community College career focused programs. These occupations also fall into two of the state's priority occupational groups as identified by the TN Department of Economic Development, Center for Economic Research in Tennessee (CERT): Information Technology and Business and Financial Operations. Evaluation of the WBLs will be based on the Tennessee Department of Education, *WBL Implementation Guide* (2016).

New workshops, events, and networking opportunities will be created for high school teachers, college faculty, and industry and partners to a.) help students align interests with their potential career choices, b.) create additional CPs, and c.) ensure that WBLs are integrated into the CPs. Workforce partners will provide assistance to the small industry partners so they can participate.

Notably, this project is sustainable beyond the 30-month grant period. Structures will be established during the grant to maintain grant project initiatives. Activities slated in this grant will be well established and will easily be continued after its conclusion. The increase in the number of students participating in WBLs will provide sufficient additional revenues for existing entities to continue the work outlined in this grant proposal.

Program Proposal

Section 1: Demonstration of Need

As the first community college in the state of Tennessee, Columbia State Community College serves nine counties in southern middle Tennessee: Giles, Hickman, Lawrence, Lewis, Marshall, Maury, Perry, Wayne, and Williamson. With approximately 6,400 students enrolled across five campuses, the College district spans both rural and suburban areas.

The College is fortunate to have strong relationships with the three TCAT Dickson, TCAT Hohenwald, and TCAT Pulaski, all but one within the College's service area. The College also has solid working relationships with the school districts in its service area including those that will partner with Columbia State on this grant proposal: Giles County School System, Hickman County Schools, Lawrence County Schools, Maury County Schools, Wayne County Schools, and Williamson County Schools.

Columbia State Community College confers Associate of Applied Science (AAS), Associate of Science (AS), Associate of Science in Teaching (AST), and Associate of Arts (AA) degrees. Students can also earn a technical certificate. The 18 programs that lead to an Associate of Applied Science degree and the 10 technical certificate programs are designed to prepare graduates to enter and succeed in high demand or supply shortage occupations as identified by regional employers or JOBS4TN.gov. These 28 programs are listed in Appendix A. Also shown is Jobs4TN.gov Projections (e.g. stable, growing), Demand (e.g., low, medium, high), and Supply Balance (< 1.0 indicates more job openings than job candidates). Note that the College has recently submitted to TBR a request to offer four new programs, two AAS programs, one technical certificate, and a new concentration that would be part of the AAS in Business program. All are associated with a.) high demand occupations and have supply/demand balance less than 1.0. Three of these new programs will be associated with occupations in two of the state's priority

occupational groups as identified by the TN Department of Economic Development, Center for Economic Research in Tennessee (CERT).

Before these programs are offered, occupational demand and projected growth for the College's service area and state of Tennessee are ascertained. The vetting process also includes identifying other educational entities that are offering the program. These programs are then vetted by the College's curriculum committee, Tennessee Board of Regents (TBR), and when required, the Southern Association of Colleges and Schools- Commission on Colleges (SACS-COC).

In Fall 2018, one-sixth (17.6%) of the College's total enrollment were enrolled in an AAS or technical certificate programs. All AAS and technical certificate program curricula include at least one work-based learning experience, typically for credit. Yet, enrollment in work-based learning credit bearing courses was two percent (2.01%) in Fall 2018 and three percent (2.96%) in Spring 2019. Additionally, alignment of existing work-based credit bearing courses with the curriculum and importantly, relevant professional experiences vary in quality and are mercurial with curricular relevance dependent on placement.

All of Columbia State's Health Science programs have integrated clinical and practicum experiences. Those experiences are regulated by the program's respective accreditation agency and the College has an existing Memorandum of Understanding (MOU) for each clinical site in which students are placed. On the other hand, the other work-based learning (WBL) courses are not always as well supervised as the health science clinical experiences and the student's emersion into a professional work environment is not always as structured or rigorous as the health science clinical experiences. Therefore, funding is requested for the following five non-health science programs. Supply shortage ratios are in parentheses.

1. AAS Business, Management Concentration (0.57)
2. AAS Computer Information Technology, Programming Concentration (0.13)

3. Business Technical Certificate (0.57)
4. Hospitality and Tourism Management Technical Certificate (0.52)
5. Web Design and Mobile Technologies Technical Certificate (0.53)

With the exception of the Hospitality and Tourism Management Technical Certificate, these programs, albeit at the bachelor's degree level, are listed as programs that lead to employment in high-demand occupations in the *THEC 2019 Academic Supply and Occupational Demand in Tennessee Report*. These occupations also fall into two of the state's priority occupational groups as identified by CERT: Information Technology Business and Financial Operations. Importantly, the programs are associated with occupations with high employer demand in the Southern Middle region except the AAS Computer Information Technology, Programming Concentration and the Web Design and Mobile Technologies Technical Certificate. That said, service area residents are within reasonable commuting time to the Northern Middle region which does have high employer demand occupations associated with these two computer related programs.

Wage information for Williamson County, the most affluent county in the service area, was used as the benchmark to determine if the occupations associated with these programs constitute a living wage. Albeit ambitious, using this benchmark would clearly demonstrate the viability of graduates in these five programs. According to the *MIT Living Wage Calculator*, the annual income to constitute a living wage for a one adult in Williamson County is \$24,408. Only median salaries associated with Hospitality and Tourism Management program are below that target, \$21,264. However, Hospitality and Tourism Management occupations are among the "top growing" industries in Northern Middle Tennessee according to Jobs4TN.gov. Additionally, current college initiatives to attract underrepresented groups (URGs) to attend college include this program. Therefore, it was decided to include the Hospitality and Tourism Technical Certificate in this grant proposal.

Further, this grant proposal requests funding to increase the associated WBL opportunities and revising current credit bearing work-based classes to align with the *WBL Framework*. As such, all credit bearing capstones courses, internships, registered apprenticeships, and clinical placements integrated into the curriculum would a.) establish learning outcomes for each WBL, b.) be purposefully focused on applied learning to prepare students for a professional career, c.) require exploration of student interests and alignment with academic program choice, d.) integrate the curriculum with WBL, e) provide multiple opportunities to explore different aspects of potential career and sufficient time to develop employability and career skills, f.) require interaction with both career professionals and supervisor, and g.) assess student proficiency within the context of the learning outcomes.

Additionally, each student would be required to create and manage an e-portfolio. With guidance from a WBL Coordinator and faculty advisor, the student would populate his or her e-portfolio with evidence of learning (e.g., Employability Skills Checklist) and proficiency with requisite professional and employability skills and knowledge (e.g., self-assessment, reflection, work log). Choice of artifacts will be guided by the *TN WBL Implementation Guide* (2016). Each student would also be required to post artifacts that show his or her understanding and reflection of these skills as it relates to his or her interests and career goals.

By partnering with Giles County School System, Hickman County Schools, Lawrence County Schools, Maury County Public Schools, Wayne County Schools, and Williamson County Schools, this grant proposal should increase the pipeline of students in the five programs identified in the grant proposal. This is particularly critical as the 2017 Higher Education Profile on the TN Drive to 55 website compiled by TSAC, indicates that annually 38 additional students from Maury County need to attend college to increase the “county’s college-going” rate by five percent. This annual number is 14 for Hickman County, 23 for Lawrence County, 13 for Giles County, 7 for

Wayne County, and 125 for Williamson County. However, the number of adults in Williamson County with an associate degree is already 55.7%. Excluding Williamson County, that is a total of 84 annually or 210 additional students during the grant period that need to attend college to increase the “college-going” rate by five percent in these five counties.

Allowing for some attrition and accounting for the fact that allied and health science occupations are not included in this grant proposal, the grant project target is set at 84 students annually or 210 by the end of the grant period. In other words, grant funding would enable the high school partners to increase their interest in a post-secondary credential by at least 84 high school students annually. In turn, these students will participate in a WBL experience. This will be accomplished by providing workshops and events that will guide teachers to help high school students recognize their interests and align those interests with potential careers. Offered at the various partner sites, these workshops and events will help students become aware of different careers in related to the five programs identified in this grant proposal. To strengthen the connection among the educational and industry partners, networking opportunities with Columbia State and TCAT faculty advisors, high school teachers, and industry partner representatives would also be held at the various partner locations. At least one conference would be convened as well. All students, teachers, faculty advisors, and industry partners would be invited to attend.

The purpose of these meetings are twofold. First, participants would establish curricular pathways (CPs) that could commence in the 9th grade with at least two early post-secondary opportunities, high school completion, TCAT diploma, enrollment at Columbia State to earn a degree or technical certificate in at least one of the five programs identified in this grant proposal, and placement into a professionally related career preferably with one of the WBL experience partners. Sample CPs for each program are shown in Appendix B. Note that all but one CP include at least one industry recognized certification. Second, networking with site coordinators would

provide opportunities to establish and ensure the *WBL Framework* is being adhered at all WBL sites.

To provide visibility and creditability to these efforts, a Center of WBL Curricular Pathways (CWBL-CP) will be established. The primary goals of the Center are to a.) create and implement CPs from high school to a college credential to placement into high demand occupations WBLs set forth in this grant proposal and b.) to develop meaningful linkages between those CPs and WBL experiences.

Section 2: Program Plan

An Advisory Board would be appointed to oversee the CWBL-CP. Representatives from local areas counties in each of the six counties slated for this grant project, faculty from Columbia State, faculty from the three TCAT partners, teachers from each of the six school districts, and at least one CTE member would be invited to serve on this Advisory Board. Advisory Board member would serve two-year or three-year terms. The Advisory Board would be required to meet at least three times a year. Initially, the Project Director would chair and oversee the Advisory Board. The charge of the Advisor Board is to monitor the progress of the two goals stated in Section I. They would also monitor progress of the project plan and suggest modifications as deemed necessary. Two subcommittee would be identified, WBL and CP. Decision making would be by consensus with a quorum (7) needed for approval. Budget revisions in excess of \$2,000, change in objective or tactics, and revisions in the project plan would require an affirmative vote by the majority of Advisory Board members. The project plan and timeline for this grant proposal is outlined in Table 1 shown below.

Table 1: Project Plan

Objective/ Tactics	Start & Completion Date	Metric(s) to Measure Successful Completion
Oct 2019- March 2020		
Develop in-service workshops (Project Director, High School Principals, Faculty Advisors)	Oct 2019/ Jan 2020	- At least 5 workshops developed for faculty / K-12 Partners
Identify events for students, teaches, & faculty (Project Director, High School Principals, Faculty Advisor, Teachers)	Oct 2019/ Jan 2020	- At least 5 events identified
Create Networking Opportunities (Project Director, High School Principals, Faculty Advisors, Teachers)	Mar 2020	- At least one networking opportunity hosted by partners
CWBL-CP Advisory Board members are identified & meeting dates set (Presidents, CEOs, Project Director, Director of Schools)	Nov 2019	- CWBL-CP Advisory Board members identified - CWBL-CP Advisory Board meeting dates for year set
CWBL-CP Advisory Board members convenes as group and agrees on mission and charges (Project Director, WBL Coordinator)	Jan 2020	- CWBL-CP Advisory Board agrees on mission/charges
CWBL-CP Advisory Board WBL & Curricular Pathways subcommittees (CP) are assembled (CWBL-CP Advisory Board)	Feb 2020	- CWBL-CP Advisory Board WBL and CP subcommittee members identified
CWBL-CP Advisory Board WBL Subcommittee determines parameters of WBL (WBL Subcommittee, WBL Coordinator)	Mar 2020/ Ongoing	-WBL logistics, requirements and parameters determined - WBL parameters align with <i>WBL Framework</i>
CWBL-CP Advisory Board CP Subcommittee identify partners for curricular pathways (CP Subcommittee)	Mar 2020/ Ongoing	- CP partners for each academic program identified
Apr 2020- Oct 2020		
Conduct in-service workshops (Project Director, High School Principals, Faculty)	Apr 2020	- At least 1 workshop is conducted for faculty/teachers
Host an event for students, teaches, & faculty (Project Director, High School Principals, Faculty Advisors, Teachers)	May 2020	- At least 1 event hosted at a partner site
Host networking opportunity (Project Director, High School Principals, Faculty Advisors, Teachers)	Sep 2020/ Oct 202	- At least 1 networking event hosted at a partner site
CWBL-CP Advisory Board members meet to discuss progress, identify summative evaluation metrics, discuss recruitment and retention strategies of (URGs) (Project Director, CWBL Advisory Board, Appointed Faculty for URGs)	Aug 2020/ Ongoing	- CWBL-CP Advisory Board identify metrics to monitor progress and summative results - CWBL-CP Advisory Board identify recruitment and retention strategies for underrepresented students
CWBL-CP Advisory Board WBL Subcommittee work with industry partners to develop WBL opportunities. (WBL Subcommittee, WBL Coordinator)	Sep 2020/ Ongoing	- At least 5 additional WBL opportunities are available to students
CWBL-CP Advisory Board CP Subcommittee identify partners for curricular pathways (CP Subcommittee)	Oct 2020/ Ongoing	- CP partners for each academic program identified
E-Portfolio Development is underway (Instructional Technologist, Faculty Advisors, Teachers)	Apr 2020/ Dec 2020	- E-Portfolio platform identified - E-Portfolio platform enabled & tested - Required portfolio artifacts are identified (Source for possible artifacts: TN WBL Toolbox)

URG Faculty implement recruitment strategies for URGs (CWBL-CP Advisory Board Appointed Faculty for URGs)	April 2020/ Ongoing	- At least two URG Recruitment activities are implanted at each of the four school districts (one spring, one fall)
Nov 2020- Mar 2021		
Conduct in-service workshops (Project Director, High School Principals, Faculty)	Nov 2020	- At least 1 workshop is conducted for faculty/teachers
Host an event for students, teaches, & faculty (Project Director, High School Principals, Faculty Advisors, Teachers)	Dec 2020	- At least 1 event hosted at a partner site
Host networking opportunity (Project Director, High School Principals, Faculty Advisors, Teachers)	Jan 2021/ Feb 2021	- At least 1 networking event hosted at a partner site
CWBL-CP Advisory Board members meet to discuss progress and review subcommittee work (Project Director, CWBL Advisory Board)	Dec 2020/ Ongoing	- CWBL-CP Advisory Board identify metrics to monitor progress and summative results - Subcommittees report out on progress
CWBL-CP Advisory Board WBL Subcommittee promotes WBL Framework to students, CTE Directors, and faculty (Project Director, WBL Subcommittee, WBL Coordinator, Communications)	Jan 2021/ Ongoing	- At least five events for students, CTE Directors, and faculty are hosted - At least 37 (50% of Drive to 55 Goal) commit to WBL opportunity in one CP
CWBL-CP Advisory Board CP Subcommittee chart curricular pathways (CP Subcommittee)	Jan 2021/ Ongoing	- At least one CP identified for each academic program
Portfolio piloted with stratified random selection of faculty & teachers (Instructional Technologist, Faculty Advisors, Teachers)	Nov 2020/ Dec 2020	- Required portfolio artifacts are evaluated for relevance - Preliminary assessment of quality of artifacts is conducted - Revisions to portfolio artifact list made based on assessment
URG Faculty appointed as URG WBL & CP Faculty Mentors (Project Director, CWBL-CP Advisory Board Appointed Faculty for URGs)	Jan 2021	- Contract for URG Faculty Mentors developed - At least 10 URG Faculty agree to participate
URG Faculty conduct outreach to educational partner sites (CWBL-CP Advisory Board Appointed Faculty for URGs)	Feb 2021	- Recruitment plans are revised - Enrollment goals are set
URG Faculty evaluate spring/ summer recruitment strategies for URGs (CWBL-CP Advisory Board Appointed Faculty for URGs)	Mar 2021/ Ongoing	- Students who interacted with URG Faculty Mentors indicate increased interest in WBLs & CPs - Additional number of URG students enrolled in program identified - Comparison of 1 st semester retention (Overall Cohort vs URG students)
Apr 2021- Oct 2021		
Conduct in-service workshops (Project Director, High School Principals, Faculty)	Apr 2021	- At least 1 workshop is conducted for faculty/teachers
Host an event for students, teaches, & faculty (Project Director, High School Principals, Faculty Advisors, Teachers)	May 2021	- At least 1 event hosted at a partner site
Host networking opportunity (Project Director, High School Principals, Faculty Advisors, Teachers)	Apr 2021/ May 2021	- At least 1 networking event hosted at a partner site
Plan WBL CP Conference (Project Director, WBL-II Advisory Board, High School Principals, Faculty Advisors, Teachers)	May 2021/ Ongoing	- Date, time, location, and format of WBL CP Conference is determined - Sponsors for WBL CP Conference are identified

		- Promotional Materials, CFP, and Registration is available
CWBL-CP Advisory Board members meet to discuss progress (Project Director, CWBL Advisory Board)	May 2021/ Ongoing	- CWBL-CP Advisory Board identify metrics to monitor progress and summative results - Subcommittees report out on progress
CWBL-CP Advisory Board WBL Subcommittee monitor student progress in WBL (Project Director, WBL Subcommittee, WBL Coordinator, CTE Directors, Industry Partner supervisors, Faculty)	Jun 2021/ Ongoing	- WBL Framework shared with EWD & industry partners
CWBL-CP Advisory Board CP Subcommittee integrate WBL in each CP (Project Director, WBL Subcommittee, CP Subcommittee)	Jun 2021/ Ongoing	- At least one WBL identified for each CP
E-Portfolio ready to use (Instructional Technologist, Faculty Advisors, Teachers)	May 2021/ Jun 2021	- E-Portfolio use tracked with all WBL students able to log-on - All WBL students have uploaded at least one WBL artifact & a resume
URG Faculty evaluate spring/ summer recruitment strategies for URGs (CWBL-CP Advisory Board Appointed Faculty for URGs)	Mar 2021/ Ongoing	- Students who interacted with URG Faculty Mentors indicate increased interest in WBLs & CPs - Number of URG students enrolled in program - Comparison of 1 st semester retention (Overall Cohort vs URG students)
Nov 2021- Mar 2022		
Conduct in-service workshops (Project Director, High School Principals, Faculty)	Nov 2021/ Every 6 mon.	- At least 1 workshop is conducted for faculty/teachers
Host an event for students, teaches, & faculty (Project Director, High School Principals, Faculty Advisors, Teachers)	Dec 2021 Every 6 mon	- At least 1 event hosted at a partner site
Host networking opportunity (Project Director, High School Principals, Faculty Advisors, Teachers)	Jan 2022/ Every 6 mon	- At least 1 networking event hosted at a partner site
CWBL-CP Advisory Board members review summative results of grant project (Project Director, CWBL Advisory Board)	Mar 2022/ Every 6 mon	- CWBL-CP Advisory Board identify metrics to monitor progress and summative results - Subcommittees report out on progress
CWBL-CP Advisory Board members determine logistics for sustained efforts (Project Director, CWBL Advisory Board, WBL & CP Subcommittee)	Mar 2022	- Responsibilities of lead college and partners are determined to sustain the Center for WBL-II
CWBL-CP Advisory Board WBL Subcommittee monitor student progress in WBL (Project Director, WBL Subcommittee, WBL Coordinator, CTE Directors, Industry Partner supervisors, Faculty)	Jan 2022/ Ongoing	- At least five events for students, CTE Directors, and faculty are hosted - At least 84 (100% of Drive to 55 Goal) commit to WBL opportunity in one CP - WBL Framework shared with "FAME" Coordinator & industry partners
CWBL-CP Advisory Board CP Subcommittee integrate additional WBLs at existing sites in each CP (Project Director, WBL Subcommittee, CP Subcommittee)	Jun 2021/ Ongoing	- At least new WBL identified for each CP - All new WBLs identified will provide new professional experiences
E-Portfolio is being used by WBL participants (Instructional Technologist, Faculty Advisors, Teachers)	Mar 2022/ Ongoing	- Artifact posted to Portfolio by all WBL participants

		- Assessment of artifacts indicate relevance and quality
E-Portfolio is being view by industry partners (Instructional Technologist, Faculty Advisors, Teachers)	Mar 2022/ Ongoing	- Industry partners have viewed portfolios of at least five students - Industry partners indicate portfolios is a good recruitment tool
URG Faculty evaluate spring/ summer recruitment strategies for URGs (CWBL-CP Advisory Board Appointed Faculty for URGs)	Mar 2022/ Every 6 mon	- Students who interacted with URG Faculty Mentors indicate increased interest in WBLs & CPs - Number of URG students enrolled in program - Comparison of 1 st semester retention (Overall Cohort vs URG students)

- Parentheses indicates constituent group(s) responsible

- Green= Sponsored events, Medium Blue= Advisory Board, Dark Blue= WBL activities, Light Blue= CP activities, Orange= Portfolio initiative, Yellow= URG activities

The WBLs integrated into the CPs would follow the *WBL Framework* as outlined in Section 1. The WBL would commence in the 12th grade and have a duration of at least 6 months. Built into the program plan is the opportunity for two or more WBLs to gain depth and breadth of the expectations of work performed as a trained professional. At the heart of the CWBL-II, is cumulative relevant experiences that reinforce academic work. Therefore, all WBL placements of students enrolled in a post-secondary program, are credit bearing.

The College has several existing industry partners that provide student WBLs. For new WBL opportunities funded through this grant, the site would be vetted by the WBL Coordinator using the Workplace Learning Audit (*TN Implementation Guide, 2016*). Established WBLs would also be subject to the Workplace Learning Audit.

WBL are or will be paid experiences that require attendance at the work site for at least 20 hour a week with a schedule that includes at least one full- day (8 hours). That said, some flexibility in these requirements will be allowed as this grant proposal spans across five disparate programs. Each employment site would provide supervision and evaluation of the student's performance that demonstrates proficiency in a variety of relevant skill sets. The WBL Coordinator would visit each site to ensure alignment with the *WBL Framework* and the Letters of Support/ Agreement (LOS/A). The WBL Coordinator would also coordinate with the student and industry partners

work schedules amenable to high school and post-secondary availability of courses. All WBLs would span approximately one semester or allow for full-time work in the summer. As such, job tasks and responsibilities of each WBL are expected to be cumulative curricular experiences that build toward proficiency of skills and knowledge necessary for full-time permanent employment. Multiple site WBL opportunities will afford different and varied perspectives of a work in that field.

As seen in the project plan, in-service workshops, events, and networking opportunities are scheduled every six months to help faculty guide students in the identification of potential careers that align with their interests. To ensure that alignment, these activities will also provide information about new developments and technologies being adopted. For students, an assigned college success or faculty advisor would help students connect to needed resources and assistance. Support services availed to the students who participate in the CWBL-II include a.) career and interest exploration, b.) WBL placement, c.) degree planning and audit advising, d.) course scheduling assistance, e.) counseling and disability center resources, and f.) e-portfolio space.

If funded, two electronic educational platforms would be available to help transition students into the workforce. Three **biginterview**TM licenses would be purchased, one for Columbia State, one for a TCAT site, and one for the high schools. This cloud based interactive tool would be available to faculty, teachers, and students to sharpen their interview and resume writing skills. **biginterview**TM offers real-time feedback for 100+ different occupations. Participants would also have access to Conover OnlineTM. Provided by SCTWA, this platform addresses key professional preparation topics such as social skills, professionalism, attitude, and communication. Training is customized based on individual assessments. This will abet in the readiness of students especially those students who have never worked as a skilled professional. Eight laptops and a printer in the “Mobile Career Readiness Lab” would ensure access of these two platforms to all faculty, students,

and partners. At least one in-service workshop would focus on the use of biginterview™ and another workshop would showcase Conover Curriculum™. The expectation is that these two platforms will be integrated into each existing and new CP to enhance career interest, exploration, and readiness activities.

Recruitment plans for URGs will be developed and implemented to ensure that all student groups had access to the CP and WBL opportunities for the academic programs identified in this project. To align with the College's special populations identified for TBR Performance Funding and current initiatives, recruitment and successful CP completion would focus on a.) minority, b.) economically disadvantaged, c.) adults, and d.) students with disabilities. With the exception of adults, this would align with the current CTE/WBL high school student enrollment for these demographic groups as seen in Appendix C. Although there would be a common communication plan across all URGs, faculty mentors will be appointed to work with specific URGs. Additionally, recruitment and student success metrics will be disaggregated by targeted URGs.

Section 3: Strength of Partnership

Letters of Support/ Agreement (LOS/A) for each K-12, TCAT, workforce development agency, and industry partner are available in Appendix D. The LOS/A demonstrates the extent of commitment and evidence that all partners are engaged. Each LOS/A is unique as it outlines the program(s) associated with the partnership and the clearly defined role of each partner as a TN GIVE Grant partner. Because of differences in local needs and the variation among the size and types of organizations, industry partners were allowed to deviate somewhat from *WBL Framework* as outlined in Section 2. WBL Framework modifications are clearly specified in their respective LOS/As. However, they were asked to adhere to some *WBL Framework* guidelines, such as the one-full day and 20 hour work-week for each WBL placement.

Not all industry partners were asked to service on the CWBL-CP Advisory Board but at least one industry partner in each of the six counties targeted for this grant proposal will have committed to serve. Again, this was to ensure that the scope of the project was adequate and addressed the differences among local economies and workforces across the six counties. Therefore, a representative group of industry and educational partners in each of the six counties will participate a shared governance structure with a common vision of providing clear CPs and opportunities for skilled work experience for the residents of all six counties slated in this grant proposal.

Moreover, there are some statewide (TBR) formal articulation agreements between the TCATs and community colleges. One such articulation agreement allows the community colleges to award course credit in the AAS in Administrative Professional Technology for coursework completed in the TCAT Administrative Office Technology Diploma. This formal articulation agreement is shown in Appendix E.

Section 4: Budget Plan

The Budget Plan is shown in Appendix F. Detailed information about the costs associated with each budget line is also provided.

Section 5: Sustainability

The CWBL-CP and the Advisory Board will be in place within the first six months of the grant and therefore, will be well established after the conclusion of the grant. Due to the large number of educational and industry partners as seen in Appendix D, there should be a sufficient number of grant participants with experience on the CWBL-CP to continue the existing governance structure.

As mentioned, the purpose of the instructional technologist is to identify an appropriate e-portfolio platform and provide e-portfolio space for each WBL student participant. There will be

no need to retain this position as online resources to help WBL student participants set-up their e-portfolios will exist. Resources would also be available to help faculty advisors and industry partners review and evaluate these e-portfolios. After the conclusion of the grant, it is expected that Columbia State's current IT department and instructional technologist will be able to assume these responsibilities.

The current "FAME" coordinator, a permanent professional EWD staff will assume the WBL Coordinator responsibilities. The CP coordinator will be a faculty member granted either one or two course releases per semester. Because the grant project will have met the annual 84 student participation target, the required \$500 fee per student to participate in "FAME" will be more than sufficient to support the faculty course release time. To illustrate:

Additional "FAME" Fees generated annually: $75 \times 500 = \$37,500$;

CP Coordinator: 4 course release annually @ \$1,600 per course = \$6,400

WBL partnerships would persist with additional WBL opportunities as warranted. Funding for WBL student hourly wages could be subsidized by "FAME." Specifically, "FAME" could incur upward of an additional \$12,000 annually if WBL hourly wages paid by the grant. With the WBL student hourly wages added to the course release compensation costs, "FAME" will still net \$19,100 in revenues from the additional students garnered by the funding of this grant proposal.

Because of the frequent collection of data, the workshops, events, and networking activities conducted during the grant period will have been well vetted and those that are successful will continue to be offered. Additionally, host sites will have already been identified. Columbia State, TCAT Hohenwald, Hickman County Schools, Lawrence County Schools, Maury County Public Schools, and Williamson County Schools will be the responsible partners in this regard.

The CWBL-CP Advisory Board will work with each educational partner Admissions and Advising offices to ensure that the URG recruitment activities implemented during this grant

period are integrated into each institution's recruitment strategies. Communication offices will also be provided appropriate messaging to continue these efforts after the conclusion of this grant.

Communication and sharing resources among all partners beyond the 30-month funding period would continue as per Section, 2. In brief, the CWBL-CP Advisory Board and subcommittees would meet at least once every six months and continue to implement their charges. This would include assurance that the a.) alignment of the WBLs with the *WBL Framework*, b.) creation of additional CPs, and c.) evaluation of activities identified in Section 2. As such, the CWBL-CP Advisory Board will ensure that partners are well represented and will continue to work collaboratively to share resources, outcomes, and other relevant programmatic information after the conclusion of the grant. Communication and sharing resources among partners may actually be more failsafe because the "FAME" coordinator, a full-time permanent position, will take responsibility for the continuance of the CWBL-CP. Conover Online access continues after the conclusion of the grant. biginterview™ may not be funded although the "FAME" fees may be considered to cover this cost.

Industry partners will be encouraged to maintain WBLs after the conclusion of the grant. This will be accomplished by having the "FAME" coordinator as the primary contact for industry partners. The faculty CP coordinator will synchronize new CPs with the "FAME" coordinator and work with each educational partner's Admissions and Advising offices regarding the recruitment and identification of URG students for WBL placement.

Section 6: Economic Status Acknowledgement

Wayne County Schools supports this grant proposal. Wayne County Schools' teachers and CTE Director will participate in-service trainings, events, and networking opportunities. Students from Wayne County will participate in WBLs integrated in the CP pathways identified in this grant project to increase Wayne County's college going rate by at least five percent.

Appendices

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Appendix A: Occupational Projections, Demand, Supply Ratios for Columbia State Community College AAS and Technical Certificate Programs

Program	Tennessee			Middle Southern/Northern TN		
	Outlook (Projections)	Demand	Supply Shortage*	Outlook (Projections)	Demand	Supply Shortage*
Applied Science Degrees, Concentrations Listed						
Anesthesia Technology	Growing	Low	0.20			
Business, Administrative Professional Technology Concentration	Stable	Medium	17.90			
Business, Management Concentration	Stable	High	0.57	Stable	High	3.85
Business, Medical Office Administration Concentration	Growing	Medium	2.55			
Computer Information Technology, Cyber Defense Concentration	Growing	Medium	1.16			
Computer Information Technology, Mobile Technologies Concentration	--	--	--			
Computer Information Technology, Networking Concentration	Stable	Medium	0.67			
Computer Information Technology, Programming Concentration	Stable	High	0.13	Stable	High	0.15
Criminal Justice	Stable	Low	Not Available			
Engineering Systems Technology	Stable	Low	1.18			
General Technology	--	--	--			
Medical Informatics	Growing	Medium	2.55			
Medical Laboratory Technology	Stable	Medium	0.07			
Nursing	Stable	High	0.04			
Radiologic Technology	Stable	Medium	0.15			
Respiratory Care	Growing	Medium	0.21			
Veterinary Technology	Growing	Medium	0.29			
Technical Certificates						
Business Technical Certificate						
Commercial Entertainment Technical Certificate	Stable	High	0.57	Stable	High	3.85
Computer Networking Technical Certificate	Stable	Medium	0.67			
Emergency Medical Services (EMS) Basic, Advanced Certificates	Growing	Medium	0.15			
Emergency Medical Services (EMS) Paramedic Technical Certificate						
Engineering Systems Technology Technical Certificate	Stable	Low	1.18			
Film Crew Technology Technical Certificate	Not Available					
Fire Science Technical Certificate**	Not Available		0.67			
Hospitality and Tourism Management Technical Certificate	Stable	Medium	0.52	Stable	Medium	0.46
Web Design and Mobile Technologies Technical Certificate	Growing	Medium	0.53	Growing	Medium	0.61
* < 1.0 indicates more positions than job candidates; >1.0 indicates more job candidates than positions				Northern Middle TN		
** Based on Fire Inspector Occupation				Southern Middle TN		

Appendix B: Sample Curricular Pathways

Program	High School:		TCAT	Community College	Industry Placement
	EBSCO 1	EBSCO 2			
AAS Business, Management Concentration	ENGL 1010	BUSN 1305	Microsoft Office User Certification (Master):	1.) Business Technical Certificate 2.) AAS	GCP Applied Technologies
AAS Business, Management Concentration	ENGL 1010	BUSN 1305	Certificate in General Office Assistant Office Software Specialist Microsoft Office User Certification (Master):	1.) Business Technical Certificate 2.) AAS	GCP Applied Technologies
Business Technical Certificate	INFS 1010	BUSN 1305	CCNA - R&S:	Technical Certificate	GCP Applied Technologies
AAS Computer Information Technology, Programming Concentration	ENGL 1010	INFS 1010	Microsoft Office User Specialist Certification (Excel)	AAS	Tractor Supply Company
AAS Computer Information Technology, Programming Concentration	ENGL 1010	INFS 1010	Microsoft Office User Specialist Certification (Excel)	AAS	Tractor Supply Company
Web Design and Mobile Technologies Technical Certificate (0.53)	INFS 1010	CITC 1300	--	Technical Certificate	Acadia Healthcare
Hospitality and Tourism Management Technical Certificate	HGMT 1030	HGMT 1170	--	1.) SafeServ Food Handler Certification 2.) 1.) SafeServ Manager Certification 3.) Technical Certificate	

EBSCOs are suggested and depend on School District
BLUE indicates certification (stackable credential)

Appendix C: CTE Enrollment by Demographic Group

Maury County Public Schools CTE/WBL Enrollment by Demographic								
Males	Females	White	African American	Hispanic	Asian	English Language Learners	Special Education	Economically Disadvantaged
47.3%	52.7%	78.0%	11.8%	7.3%	2.4%	3.6%	6.2%	43.3%
Estimate								

Appendix D: Memorandum of Understanding/Letter of Commitment from Grant Partners

1. Maury Alliance
2. South Central Tennessee Workforce Alliance (SCTWA)
3. Workforce Essentials
4. Tennessee Hospitality & Tourism Association
5. Williamson County Convention & Visitors Bureau
6. Giles County Schools
7. Hickman County Schools
8. Lawrence County Schools
9. Maury County Public Schools
10. Wayne County Schools
11. Williamson County Schools
12. Boys & Girls Club, Maury County
13. TCAT Dickson
14. TCAT Pulaski
15. Chartwell Hospitality
16. CJC Technologies
17. C Spire Business
18. Connor's Steak & Seafood, Cool Springs
19. Embassy Suites Nashville
20. Harpeth Hotel
21. Homewood Suites by Hilton Nashville/Franklin
22. Local Government Corporation Marshall Hospitality, LLC
23. Old Natchez Country Club
24. Simplify Technology
25. Smelter Service
26. Southhall, LLC
27. Tractor Supply Company
28. Westhaven Golf Club



Columbia | Mt. Pleasant | Spring Hill
MAURY COUNTY
Chamber & Economic Alliance

DATE: September 3, 2019

RE: Columbia State Community College 2019 TN GIVE Grant Proposals

This document attests Maury Alliance's support of Columbia State Community College's 2019 TN GIVE Grant proposals.

- 1.) *Integration of WBL into Curricular Pathways*
- 2.) *Cyber Defense Mobile*
- 3.) *Engineering Systems Mobile Classroom*
- 4.) *Film Crew Technology, Machinery, & Set Construction*

Upon the awarding of TN Give Grant funds associated with these grant projects and TBR approval,

Maury Alliance will help to endorse the networking opportunities among the TN GIVE Grant educational and industry partners. Additionally, Maury Alliance to serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II).

As part of the support, Maury Alliance also acknowledges the 30-month duration of the TN GIVE Grant period of November 1, 2019 March 31, 2022 and agrees to work with Columbia State within that TN GIVE Grant period.

The Maury Alliance greatly appreciates the opportunity to partner with Columbia State Community College in support of this critically important effort.

Maury Alliance,

9/3/19

Travis Groth, Vice President – Economic Development Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date



**Columbia State Community College AND
South Central Tennessee Workforce Alliance
TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2018- March 31, 2022**

1. Help screen student WBL student candidates as jointly determined by the TN GIVE Grant partners
2. Provide work skills training to WBL student candidates and WBL students as needed
3. Help in the evaluation of WBL student candidates readiness to work
4. Provide support to industry partners regarding the onboarding of hired WBL students (e.g., payroll, background checks)
5. Assist in the evaluation of WBL students
6. Support at least two networking opportunities of the TN GIVE Grant partners
7. Assist in the development of one of this TN Grant partners conferences as per this TN Give Grant proposal
8. A representative designated by SCTWA will serve on the Center of WBL Industry Involvement Advisory Board (CWBI-II)



Northern Middle Tennessee
Workforce Board Inc.

AGREEMENT BETWEEN

Columbia State Community College AND
Workforce Essentials
TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2018- March 31, 2022

This document attests Workforce Essentials' and Northern Middle TN Workforce Board support for Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Workforce Essentials agrees to the following..

1. Help screen Work based Learning (WBL) student candidates as jointly determined by TN GIVE Grant partners
2. Provide work skills training to WBL student candidates and WBL students as needed
3. Help in the evaluation of WBL student candidates readiness to work
4. Provide support to industry partners regarding the onboarding of hired WBL students (e.g., payroll, background checks)
5. Assist in the evaluation of WBL students
6. Support at least two networking opportunities of the TN GIVE Grant partners
7. Assist in the development of one of the TN Grant partners conferences as per this TN Give Grant proposal
8. A representative designated by Workforce Essentials will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)

Both the Williamson County Schools System and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2018 and ending on March 31, 2022. Either party may terminate this agreement by giving written notice to the other at least thirty (30) days before the effective date of termination.

IN WITNESS WHEREOF:

Workforce Essentials:


Maria Rys, President

8/16/19
Date

Columbia State Community College:

Janet F. Smith, Ph.D. President

Date

Tennessee Board of Regents:

Dr. Flor W. Tydings, Chancellor

Date

AGREEMENT BETWEEN

**Columbia State Community College AND
Tennessee Hospitality & Tourism Association
TN GIVE GRANT: Integration of WBL Into Curricular Pathways
November 1, 2019- March 31, 2022**

This document attests Tennessee Hospitality & Tourism Association's support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL Into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Tennessee Hospitality & Tourism Association agrees to the following:

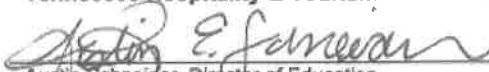
1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 6-months in duration
 - b. A for-college credit internship/ work experience
 - c. At least 15 hours a week with at least one full day (e.g., 8 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills.
 - f. Will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Tennessee Hospitality & Tourism Association will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Attendance of at least one WBL supervisor at one of four designated conferences. (Attendance funded by this TN GIVE Grant)

Both the Tennessee Hospitality & Tourism Association and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Tennessee Hospitality & Tourism Association:


Austin Schneider, Director of Education

August 16, 2019
Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date

AGREEMENT BETWEEN

**Columbia State Community College AND
Williamson County Convention & Visitors Bureau
TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022**

This document attests Williamson County Convention & Visitors Bureau's support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Williamson County Convention & Visitors Bureau agrees to the following:

1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 6-months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$8.00
 - c. At least 20 hours a week with at least one full day (e.g., 8 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills.
 - f. Will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Williamson County Convention & Visitors Bureau will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Attendance of at least one WBL supervisor at one of four designated conferences. (Attendance funded by this TN GIVE Grant)

Both the Williamson County Convention & Visitors Bureau and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Williamson County Convention & Visitors Bureau:

Glenn Whitman President & CEO 8/16/19
Name, Title Date

Columbia State Community College:

Janet F. Smith, Ph.D., President Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor Date



Giles County School System

Dr. Vickie Beard, Director
270 Richland Drive
Pulaski, IN 38478
Phone: 931.363.4558

August 30, 2019

To Whom It May Concern:

The Giles County School System supports the application for the TN GIVE Grant, Integration of WBL into Curricular Pathways. We are excited to be a part of this endeavor in association with the South Central TN Workforce Alliance and Columbia State Community College.

This grant will enable Giles County to have student and teacher participation in a variety of events pertaining to teacher training, workforce development of our students, and interaction with other participants in the form of professional development and in-service opportunities.

We believe that this gives our school district the opportunity to assess the needs of the workforce landscape and better align classroom and lab experiences for our students to those needs. Additionally, we believe that any work based experience and post secondary student involvement will better prepare our students for enriched career opportunities.

Giles County Schools is appreciative of this opportunity and we look forward to improving teacher and student based activities through the opportunities that this affords us.

Sincerely,

A handwritten signature in cursive script that reads "Keith Stacey".

Keith Stacey, Assistant Director

AMY BRYANT
8589 S. Lick Creek Rd., Lyles, TN 37080

RONALD GANNON
8419 Rice Ln., Lyles, TN 37086

TIM HOSBES
8220 Old Bon Aqua Rd., Bon Aqua, TN 37025

JIM HUDGINS
1267 E. Grinders Switch Rd., Centerville, TN 37033



Michelle Gilbert
Director of Schools
116 MURPHY AVENUE
CENTERVILLE, TN 37033

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS
8792 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2808 Hwy 48 N., Nunnally, TN 37137

AGREEMENT BETWEEN
Columbia State Community College AND
Hickman County Schools
TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022

This document attests Hickman County Schools' support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Hickman County Schools agrees to the following:

1. Participation of at least five High School Teachers in in-service training and other activities put forth in the grant
2. A representative designated by Hickman County Schools will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Host at least one faculty/ teacher in-service activity at one of the two Hickman County High Schools
4. Work with Columbia State faculty in the placement of 12th grade CTE students into WBL placements provided as a result of TN GIVE Grant funding
5. Attendance of at least one high school CTE teacher or CTE Director at one of four designated conferences. (Attendance funded by this TN GIVE Grant.)

Both the Hickman County Schools and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Hickman County Schools:

Kathy Dick
Kathy Dick, Secondary Education Director

Date

8-20-19

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date

LAWRENCE COUNTY SCHOOL SYSTEM

Johnny McDaniel, Director of Schools
700 Mahr Avenue • Lawrenceburg, TN 38464
931-762-3581

AGREEMENT BETWEEN

**Columbia State Community College AND
Lawrence County Schools**
TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022

This document attests Lawrence County Schools' support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Lawrence County Schools agrees to the following:

1. Participation of at least five High School Teachers in in-service training and other activities put forth in the grant
2. A representative designated by Lawrence County Schools will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Host at least one faculty/ teacher in-service activity at one of the two Hickman County High Schools
4. Work with Columbia State faculty in the placement of 12th grade CTE students into WBL placements provided as a result of TN GIVE Grant funding
5. Attendance of at least one high school CTE teacher or CTE Director at one of four designated conferences. (Attendance funded by this TN GIVE Grant.)

Both the Lawrence County Schools and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Lawrence County Schools:


Johnny McDaniel, Director of Schools

8-21-2019
Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date

Schools and the Community: Working Together for Student Success

Dr. Christopher J. Marczak
Superintendent



Maury County Public Schools
501 West 8th Street, Columbia, TN 38401
(931) 388-8403

Dr. Ron L. Woodward
Assistant Superintendent of Instruction

Stan J. Breeden
Assistant Superintendent of Operations

Dr. Amanda Alexander
Chief of Staff

AGREEMENT BETWEEN

Columbia State Community College AND Maury County Public Schools

TN GIVE GRANT: Integration of WBL into Curricular Pathways

November 1, 2019 – March 31, 2022

This document attests Maury County Public Schools' support of Columbia State Community College's 2019 TN GIVE Grant, Integration of WBL into Curricular Pathways. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Maury County Public Schools agrees to the following:

1. Participation of at least five High School Teachers in in-service training and other activities put forth in the grant
2. A representative designated by Maury County Public Schools will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Host at least one faculty/ teacher in-service activity at one of the two Maury County High Schools
4. Work with Columbia State faculty in the placement of 12th grade CTE students into WBL placements provided as a result of TN GIVE Grant funding
5. Attendance of at least one high school CTE teacher or CTE Director at one of four designated conferences. (Attendance funded by this TN GIVE Grant.)

Both the Maury County Public Schools and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

Educating every child for LIFE!

IN WITNESS WHEREOF:

Maury County Public Schools:

Dr. Lori L. Brown

Dr. Lori Brown, CTE Director

August 18, 2019

Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date

AGREEMENT BETWEEN

**Columbia State Community College AND
Wayne County School System
TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022**

This document attests Wayne County School System' support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Wayne County School System agrees to the following:

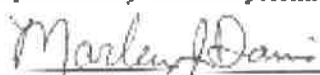
1. Participation of at least five High School Teachers in in-service training and other activities put forth in the grant
2. A representative designated by Wayne County School System will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Host at least one faculty/ teacher in-service activity at one of the two Wayne County High Schools
4. Work with Columbia State faculty in the placement of 12th grade CTE students into WBL placements provided as a result of TN GIVE Grant funding
5. Attendance of at least one high school CTE teacher or CTE Director at one of four designated conferences. (Attendance funded by this TN GIVE Grant.)

Both the Wayne County School System and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Wayne County School System:


Marlon Davis, Director of Schools

8-19-19
Date

Columbia State Community College:

Janel F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date



Jeremy Qualls
CCTE Executive Director
Williamson County Schools

September 4, 2019

To Whom It May Concern,

This letter attests the support of the College, Career and Technical Education Department of Williamson County Schools and Columbia State Community College for the 2019 TN GIVE Grant proposal for the following proposals and the funding that is associated with these proposals and TBR approval.

- 1. Integration of WBL Into Curricular Pathways**
- 2. Cyber Defense Mobile**
- 3. Engineering Systems Mobile Classroom**
- 4. Film Crew Technology, Machinery, & Set Construction**

Respectfully,

A handwritten signature in black ink, appearing to read "Jeremy Qualls".

Jeremy Qualls



**BOYS & GIRLS CLUBS
OF MAURY COUNTY**

210 West 8th Street • Columbia, TN 38401
931-490-9401 PH • 931-490-9431 FAX

Board of Directors

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Chairman

Paul Watson
Treasurer

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Dr. Chris Marczak

Andy Marshall

Dr. Christa Martin

Missy Meador

Hazel Nieves

Dr. Kent Pardon

Eric Previti

Terry Smith

Thomas Sneed

Tim Thomas

Michael Williams

Christian Wyatt

DATE: September 4, 2019

RE: Columbia State Community College 2019 TN GIVE Grant Proposals

To Whom It May Concern,

The Boys & Girls Clubs of Maury County greatly supports Columbia State Community College's 2019 TN GIVE Grant proposals.

- 1.) *Integration of WBL into Curricular Pathways*
- 2.) *Cyber Defense Mobile*
- 3.) *Film Crew Technology, Machinery, & Set Construction*
- 4.) *Engineering Systems Mobile Classroom*

Upon the awarding of TN Give Grant funds associated with these grant projects and TBR approval, Boys & Girls Club of Maury County will help to endorse the curricular pathways enhanced or created as a result of this grant project. Additionally, Boys & Girls Clubs of Maury County will support student participation in these curricular pathways and associated work-based learning opportunities.

As part of the support, Boys & Girls Club of Maury County also acknowledges the 30-month duration of the TN GIVE Grant period of November 1, 2019-March 31, 2022 and agrees to work with Columbia State within that TN GIVE Grant period.

Boys & Girls Clubs of Maury County

September 4th, 2019

Robyn Peery, Chief Executive Officer

Date

Columbia State Community College

Janet F. Smith, Ph.D., President

Date



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

AGREEMENT BETWEEN

**Columbia State Community College AND
TCAT Pulaski**

**TN GIVE GRANT: Integration of WBL into Curricular Pathways &
Engineering Systems Mobile Classroom
November 1, 2019- March 31, 2022**

This document attests TCAT Pulaski's support of Columbia State Community College's 2019 TN GIVE Grant proposals:

- 1.) *Integration of WBL into Curricular Pathways*
- 2.) *Engineering Systems Mobile Classroom*

Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, TCAT Pulaski agrees to the following:

1. Sign articulation agreements with Columbia State for the following curricular pathways:
 - a. Industrial Maintenance Technology program at TCAT Pulaski/Engineering Systems Technology AAS degree at Columbia State.
 - b. Furthermore, Columbia State Mobile Classroom will be at the TCAT Pulaski to allow students to complete more advanced EST courses on site toward their AAS in Engineering Systems Technology degree.
2. Participation of TCAT Pulaski students in any of the above TN GIVE Grant proposals are upon student's completion of their certificate/diploma at TCAT Pulaski.
3. Participation in in-service faculty training and other activities funded by this grant
4. Host at least one faculty/ teacher in-service activity
5. Attendance of at least one faculty at one of four designated conferences. (Attendance funded by this TN GIVE Grant.)

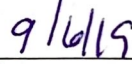
Both the TCAT Pulaski and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

TCAT Pulaski:


Mike Whitehead, President


Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date

AGREEMENT BETWEEN

Columbia State Community College AND
Chartwell Hospitality

TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022

This document attests Chartwell Hospitality's support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Chartwell Hospitality agrees to the following:

1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 6-months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$8.00
 - c. At least 20 hours a week with at least one full day (e.g., 6 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills.
 - f. Will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Chartwell Hospitality will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Attendance of at least one WBL supervisor at one of four designated conferences. (Attendance funded by this TN GIVE Grant)

Both the Chartwell Hospitality and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Chartwell Hospitality:

Christy Roberts, Corporate Director & Operations 8/27/19
Name Title Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date



C Spire
512 Autumn Springs Court, Suite E
Franklin, TN 37067

AGREEMENT BETWEEN
Columbia State Community College AND CSpire
TN GIVE GRANTS: Integration of WBL Into Curricular Pathways and Cyber Defense Mobiles
November 1, 2019- March 31, 2022

This document indicates CSpire's support of Columbia State Community College's 2019 TN GIVE Grants, *Integration of WBL into Curricular Pathways and Cyber Defense Mobiles*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, CSpire agrees to:

1. Offer work-based learning (WBL) experiences for Columbia State Computer Information and Technology (CITC) students.
2. The WBL will be for a semester or more in duration.
3. The employed student will have an assigned supervisor/mentor who will evaluate the student at regular intervals.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

CSpire:


Mark Britnell, Service Delivery Manager

9-3-2019
Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date



DATE: August 29, 2019

RE: Columbia State Community College TN GIVE GRANTS:
Integration of WBL into Curricular Pathways and Cyber Defense Mobile

This document attests CJC technologies support of Columbia State Community College's 2019 TN
GIVE Grant proposals,

- 1.) Integration of WBL into Curricular Pathways
- 2.) Cyber Defense Mobile.

Upon the awarding of TN Give Grant funds associated with these grant projects and TBR approval.
CJC Technologies, IT Department will provide guidance regarding the identification of requisite skills
and knowledge of the curricula targeted in the above grant projects. For the purpose of these two grant
projects, CJC Technologies, IT Department will consult with the grant project directors regarding the
integration of work based experiences in these curricula.

As part of the support, CJC Technologies also acknowledges the 30-month duration of the TN GIVE
Grant period of November 1, 2019-March 31, 2022 and agrees to work with Columbia State within that
TN GIVE Grant period.

CJC Technologies,

Brett Williams, President

8/29/19

Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

511 NEW HWY 96 WEST, SUITE 104, FRANKLIN, TN 37064 PHONE: 615.326.1500

AGREEMENT BETWEEN

**Columbia State Community College AND
Connors Steak & Seafood Cool Springs
TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022**

This document attests **Connors Steak & Seafood Cool Springs'** support of Columbia State Community College's 2019 TN GIVE Grant *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, **Connors Steak & Seafood Cool Springs** agrees to the following:

1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 6-months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$8.00
 - c. At least 20 hours a week with at least one full day (e.g., 6 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting and participate in professional development opportunities to build on these skills.
 - f. will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Connors Steak & Seafood will serve on the Center of WBL Industry Involvement Advisory Board (CWIIB, II)
3. Attendance of at least one WBL supervisor at one of four designated conferences. (Attendance funded by this TN GIVE Grant)

Both Connors Steak & Seafood Cool Springs and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Connors Steak & Seafood

Name, Title

Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Findings, Chancellor

Date

AGREEMENT BETWEEN

**Columbia State Community College AND
Embassy Suites Nashville South/Cool Springs
TN GIVE GRANT: Integration of WBL Into Curricular Pathways
November 1, 2019- March 31, 2022**

This document attests Embassy Suites Nashville South/Cool Springs support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Embassy Suites Nashville South/Cool Springs agrees to the following:


1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 6-months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$8.00
 - c. At least 20 hours a week with at least one full day (e.g., 8 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills.
 - f. Will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Embassy Suites Nashville South/Cool Springs will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Attendance of at least one WBL supervisor at one of four designated conferences (Attendance funded by this TN GIVE Grant)

Both the Embassy Suites Nashville South/Cool Springs and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination

IN WITNESS WHEREOF:

Embassy Suites Nashville South/Cool Springs:

 Ryan Chamberlain, HR Director 8/19/19
Name, Title Date

Columbia State Community College:

Janet F. Smith, Ph.D., President Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor Date

AGREEMENT BETWEEN

Columbia State Community College AND
The Harpeth Hotel

TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022

This document attests The Harpeth Hotel's support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, The Harpeth Hotel agrees to the following:

1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 8 months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$8.00
 - c. At least 20 hours a week with at least one full day (e.g., 8 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills.
 - f. Will a low scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by The Harpeth Hotel will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Attendance of at least one WBL supervisor at one of four designated conferences (Attendance funded by this TN GIVE Grant)

Both The Harpeth Hotel and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

The Harpeth Hotel:

Jared F. Smith, General Manager

8/26/19

Date

Columbia State Community College:

Jared F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date

**Columbia State Community College AND
Homewood Suites by Hilton Nashville Franklin
TN GIVE GRANT: Integration of WBL Into Curricular Pathways
November 1, 2019- March 31, 2022**

1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically the WBL will
 - a. At least 6-months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$8.00
 - c. At least 20 hours a week with at least one full day (e.g., 8 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills.
 - f. Will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Homewood Suites by Hilton Nashville Franklin Hotel will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Attendance of at least one WBL supervisor at one of four designated conferences. (Attendance funded by this TN GIVE Grant)



**HOMWOOD
SUITES**
BY HILTON



LOCAL GOVERNMENT CORPORATION

DATE: August 29, 2019

RE: Columbia State Community College TN GIVE GRANTS:
Integration of WBL into Curricular Pathways and Cyber Defense Mobile

This document attests Local Government Corporation's support of Columbia State Community College's 2019 TN GIVE Grant proposals,

- 1.) *Integration of WBL into Curricular Pathways*
- 2.) *Cyber Defense Mobile.*

Upon the awarding of TN Give Grant funds associated with these grant projects and TBR approval, Local Government Corporation IT Department will provide guidance regarding the identification of requisite skills and knowledge of the curricula targeted in the above grant projects. For the purpose of these two grant projects, Local Government Corporation, IT Department will consult with the grant project directors regarding the integration of work based experiences in these curricula.

As part of the support, Local Government Corporation also acknowledges the 30-month duration of the TN GIVE Grant period of November 1, 2019-March 31, 2022 and agrees to work with Columbia State within that TN GIVE Grant period.

Local Government Corporation,


Wayne Phillips, IT Technical Supervisor

8/29/19
Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

714 Armstrong Lane • Columbia, Tennessee 38401 / (931) 381-1155

AGREEMENT BETWEEN

Columbia State Community College AND Old Natchez Country Club TN GIVE GRANT: Integration of WBL into Curricular Pathways November 1, 2019- March 31, 2022

This document attests Old Natchez Country Club's support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Old Natchez Country Club agrees to the following..

1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 6-months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$8.00
 - c. At least 20 hours a week with at least one full day (e.g., 8 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills
 - f. Will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Old Natchez Country Club will serve on the Center of WBL Industry Involvement Advisory Board (CWIIB-IT)
3. Attendance of at least one WBL supervisor at one of four designated conferences. (Attendance funded by this TN GIVE Grant)

Both the Old Natchez Country Club and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Old Natchez Country Club:

Name, Title

Date

Columbia State Community College:

James F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tyrberg, Chancellor

Date

DATE: August 28, 2019

RE: Columbia State Community College TN GIVE GRANTS.
Integration of WBL into Curricular Pathways and Cyber Defense Mobile

This document attests Simplify Technology's support of Columbia State Community College's 2019 TN GIVE Grant proposals.


1.) *Integration of WBL into Curricular Pathways*


2.) *Cyber Defense Mobile*

Upon the awarding of TN Give Grant funds associated with these grant projects and TBR approval, Simplify Technology, IT Department will provide guidance regarding the identification of requisite skills and knowledge of the curricula targeted in the above grant projects. For the purpose of these two grant projects, Simplify Technology, IT Department will consult with the grant project directors regarding the integration of work based experiences in these curricula.

As part of the support, Simplify Technology also acknowledges the 33-month duration of the TN GIVE Grant period of November 1, 2018-March 31, 2022 and agrees to work with Columbia State within that TN GIVE Grant period.

Simplify Technology,


Adam Lea, CEO


Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date



September 4, 2019

To whom it may concern:

On behalf of Smelter Service Corporation, I am pleased to offer our support and partnership for Columbia State Community College's proposal for the GIVE Grant. Work Based Learning is a proven strategy that positively impacts the lives of young people and helps bridge the gap between high school and high demand careers in business and industry.

As we are a growing company always looking for quality applicants, we invest in our community and are an active partner with Maury County Public Schools in many ways. Currently, we provide industry tours for local high schools and participate in job fairs and career fairs when asked. We also love to come to the classroom as guest speakers and have been doing a program we call SSC Campus to provide information with local seniors on what we look for in potential applicants, what the recruitment process looks like, and even interview students to give them that experience. We also try to help them see they don't have to leave our region to find great jobs, as there are many wonderful jobs available right here in manufacturing in every field of study.

We were thrilled to employ 13 student interns (TN LEAP 2.0 Mechatronics Accelerated Completion Program MAC Proj) over the last 1 1/2 years who came to us from Mt. Pleasant High School as well as Central High School. Students were able to learn what working looks like, the expectations that are given for a working adult and how to communicate with a leader on a daily basis about those expectations. We had students that worked outside during the summer months painting, cleaning, and learning about the importance of storm water and keeping a manufacturing facility clean, neat and orderly. We also had students that performed more administrative duties in several of our offices learning about Customer Service functions, document retention, HR filing and compliance, and environmental compliance and regulations.

The collaboration through the LEAP grant allowed us to not only offer these students a real work opportunity, but also gave us the ability to get some great, quality work completed in a timely manner, for far less than we would have paid our regular, full time employees. We've employed a few of the interns from last summer on a part-time basis for projects as well, which has been fantastic.

In close, we look forward to continuing to participate with Columbia State Community College in the future to expand Work Based Learning opportunities for students in our region, and plan to use that opportunity to hopefully hire tomorrow's workforce!

If you have any questions, please do not hesitate to contact me at your convenience.

Sincerely,


Sara Williams, Leader of Cultural Development
Smelter Corporation

100 Arrow Mines Road, Mt. Pleasant, TN 38474 931-379-7765 smelterservice.com



AGREEMENT BETWEEN

**Columbia State Community College AND
Southall, LLC**

**TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022**

This document attests Southall, LLC support of Columbia State Community College's 2010 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TRR approval, Southall, LLC agrees to the following:

1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 6-months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$6.00
 - c. At least 20 hours a week with at least one full day (e.g., 8 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills.
 - f. Will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Southall, LLC will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-II)
3. Attendance of at least one WBL supervisor at one of four designated conferences. (Attendance funded by this TN GIVE Grant)

Both Southall, LLC and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Southall, LLC:


Ray Minjas SVP - Hospitality


Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date



Glenn Allison
Tractor Supply Company
5401 Virginia Way
Brentwood, TN 37027

September 6, 2019

Dr. Dearl Lampley
Vice President, Williamson Campus and External Services
Columbia State Community College

Dr. Lampley:

This letter is in support of the Columbia State Community College 2019 TN GIVE Grant proposals:

1. Integration of WBL into Curricular Pathways
2. Cyber Defense Mobile

Upon the awarding of TN Give Grant funds associated with these grant projects and TBR approval, Tractor Supply Company, will assist with guidance regarding the identification of requisite skills and knowledge of the curricula targeted in the above grant projects. For the purpose of these two grant projects, Tractor Supply Company, will consult with the grant project directors regarding the integration of work-based experiences in these curricula.

Tractor Supply Company acknowledges the 30-month duration of the TN GIVE Grant period of November 1, 2019 to March 31, 2022 and agrees to work with Columbia State within that TN GIVE Grant period.

Sincerely,

Glenn Allison

Vice President, Information Technology

AGREEMENT BETWEEN

**Columbia State Community College AND
Westhaven Golf Club
TN GIVE GRANT: Integration of WBL into Curricular Pathways
November 1, 2019- March 31, 2022**

This document attests Westhaven Golf Club's support of Columbia State Community College's 2019 TN GIVE Grant, *Integration of WBL into Curricular Pathways*. Upon the awarding of TN Give Grant funds associated with this proposal and TBR approval, Westhaven Golf Club agrees to the following:

1. Offer at least three work-based learning (WBL) experiences for Columbia State students and students associated with this grant. Specifically, the WBL will
 - a. At least 8-months in duration
 - b. A paid work experience with a suggested starting hourly pay rate of at least \$8.00
 - c. At least 20 hours a week with at least one full day (e.g., 8 hours)
 - d. Employed students will have an assigned supervisor with professional and/or academic training that aligns with WBL that will evaluate the student at regular intervals
 - e. practice and demonstrate proficiency of knowledge & skills that typically performed by a permanent professional in field, demonstrate ability to solve real work problems in a typical work setting, and participate in professional development or opportunities to build on these skills.
 - f. Will allow scheduled site visits of the WBL Coordinator to evaluate student in work setting
2. A representative designated by Westhaven Golf Club will serve on the Center of WBL Industry Involvement Advisory Board (CWBL-ii)
3. Attendance of at least one WBL supervisor at one of four designated conferences. (Attendance funded by this TN GIVE Grant)

Both the Westhaven Golf Club and Columbia State Community College shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) and College policies and guidelines in the performance of this agreement.

This Agreement shall be effective for the period commencing on November 1, 2019 and ending on March 31, 2022. This agreement may be terminated by either party by giving written notice to the other at least thirty (30) days before effective date of termination.

IN WITNESS WHEREOF:

Westhaven Golf Club

Mark A. Lammi, PGA General Manager

Date

Columbia State Community College:

Janet F. Smith, Ph.D., President

Date

Tennessee Board of Regents:

Dr. Flora W. Tydings, Chancellor

Date

Appendix E: Articulation Agreement Between TCAT and Community Colleges for Administrative Professional Technology

For the Period of Fall 2018 through Spring 2021
Program Area: Administrative Professional Technology

Awarding of College Credit to Administrative Office Technology graduates from Tennessee Colleges of Applied Technology to an A.A.S. in Administrative Professional Technology

Industry Certification	Credit Hours	Course Title
Microsoft Office Specialist (MOS) Expert Word"	3	ADMN 1311 Word Processing I
Microsoft Office Specialist (MOS) Expert Excel"	3	ADMN 1313 Spreadsheet Applications
Microsoft Office Specialist (MOS) Expert Excel"	3	BUSN 1370 Spreadsheet Applications
Microsoft Office Specialist (MOS) Expert Excel"	3	ACCT 1371 Accounting Spreadsheet I
Microsoft Office Specialist (MOS) Core Excel	3	CITC 1307 Intro to Spreadsheets
Microsoft Office Specialist (MOS) Access@	3	ADMN 2330 Database Applications
Microsoft Office Specialist (MOS) Expert Word, and MOS Expert Excel, and/or MOS Access, and/or PowerPoint*	3	INFS 1010
MOS Expert Word, and MOS Expert Excel, and MOS Access, and PowerPoint*"	3	BUSN 1360 (Software Applications for Business)
Certified Electronic Health Records Specialists (CEHRS)\$ (National Healthcareer Association)	3	ADMN 2304-Intro to Electronic Health Records\$
Certified Administrative Professional*	12 OR	ADMN 1308 Office Procedures ADMN 1310 Business Communications BUSN 1305 Introduction to Business BUSN 2340 Human Resource Management
	12	ADMN 1308 Office Procedures ADMN 1310 Business Communications ADMN 1309 Records Management ADMN 1311 Word Processing I
Certified Professional Coder	9	ADMN 1306 Med. Term. I ADMN 2303 CPT Coding ADMN 2311 ICD-PCS Coding

* Each institution determines the relevant/current industry certifications for course credit. "Some institutions will accept Microsoft Office Specialist Core for course credit.

\$ Some institutions require both the CEHRS and MOS Access certification for course credit

@ Some institutions may require an additional Prior Learning Assessment because there is no MOS Expert for Access

APT additional courses to be considered for next Articulation Agreement

Proposed TCAT courses for articulation to college course credit:		
Three TCAT Courses: AOT 1040 Office Procedures I, AOT 2030 Office Procedures II, and AOT 1020 Office Technology Foundations	3	ADMN 1308 Office Procedures (recommended by NaSCC student must complete all three TCAT courses)
TCAT Course: Keyboarding/Data Entry	3	ADMN 1302 Keyboarding/Formatting I (recommended by NaSCC)
Fall 2018, O2L environment created and conference call to discuss the following:		
Faculty to create a Prior Learning Assessment (PLA) (GDP/11 or SAM Cengage)	3	ADMN 1302 Keyboarding/Formatting I
Faculty to create a PLA (NaSCC has one)	3	ADMN 1305 Business English
Faculty to create a PLA (NaSCC has one)	3	ADMN 1306 Medical Terminology I
Faculty to create a PLA (NaSCC has one)	3	ADMN 1308 Office Procedures
Faculty to create a PLA (NaSCC has one)	3	ADMN 1310 Business Communications

Appendix F: Budget Plan

GRANT BUDGET				
GIVE Program Competitive Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following Applicable Period: BEGIN: October24, END: April 25, 2022 2019				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE- ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	\$315,357.44	0.00	\$315,357.44
4, 15	Professional Fee, Grant & Award ²	\$50,353.75	0.00	\$50,353.75
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental& Maintenance, Printing & Publications	\$56,250.00	0.00	\$56,250.00
11, 12	Travel, Conferences & Meetings	\$121,000.00	0.00	\$121,000.00
13	Interest ²	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation ²	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	\$37,000.00	0.00	\$37,000.00
22	Indirect Cost	\$46,396.90	0.00	\$46,396.90
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	\$626,358.09	0.00	\$626,358.09

Grant Budget Line Item Details

Line	Description	Cost	
		Annual	30 Months
1.	Salaries (includes 2.5% annual cost of living increase)		\$259,830.00
	Instructional Technologist (develop portfolio)	\$25,000.00	\$63,757.81
	CP (Curricular Pathways) Coordinator	\$25,000.00	\$63,757.81
	WBL Coordinator	\$25,000.00	\$63,757.81
	SCTWA Assistance (Assist WBL Coordinator & industry partners)	\$21,000.00	\$53,555.56
	Stipends for 6-months in-service, event, networking facilitators (3 events every 6-mon period (5) for 2 faculty @\$500 stipend)	\$6,000.00	\$15,000.00
2.	Employee Benefits & Payroll Taxes (22.68% for contractors)		\$ 55,527.44
	Instructional Technologist (develop portfolio)	\$ 5,670.00	\$14,460.27
	CP (Curricular Pathways) Coordinator	\$ 5,670.00	\$14,460.27
	WBL Coordinator	\$ 5,670.00	\$14,460.27
	SCTWA Assistance (Assist WBL Coordinator & industry partners)	\$ 4,762.80	\$12,146.63
4.	Professional Fees		\$ 19,750.00
	SafeServ Certification (Food Handler/ Manager)	\$ 3,400.00	\$ 8,500.00
	Microsoft User Certification	\$ 3,000.00	\$ 7,500.00
	CCNA- RS Certification	\$ 1,500.00	\$ 3,750.00
5.	Supplies		\$35,000.00
	Pens/Pads/Beverages for 6-months in-service, event, networking opportunities (3 events every 6-mon period (5) for 2 faculty @\$500 stipend)	\$ 6,000.00	\$15,000.00
	WBL Conference	\$ 8,000.00	\$20,000.00
9.	Equipment		\$ 6,250.00
	Maintenance of Career Lab laptops & printer	\$ 2,500.00	\$ 6,250.00
10.	Printing & Publications		\$ 15,000.00
	Brochures (CWBL-II, each program) → 6 different brochures, 2000 of each		\$15,000.00
11.	Travel		\$ 22,500.00
	Between Campuses and District Offices	\$5,000.00	\$12,500.00
	Teacher In-service & Workshops & Trainings (4 annually)	\$4,000.00	\$10,000.00
12.	Conference & Meetings		\$ 98,500.00
	1 Host WBL / Career Conference		\$ 2,000.00
	AACC Workforce Development Institutes (5 educational partner attendees)	\$12,250.00	\$24,500.00
	2 AACC K-12/Community College Convening	\$10,000.00	\$20,000.00
	2 NACEP Conferences (5 K-12 educational partner attendees)	\$10,000.00	\$20,000.00
	1 NCWE Conference (4 K-12 educational partners, 2 TCAT, 5 faculty attendees, 5 industry partners)		\$32,000.00
15.	Grants & Awards		\$ 30,604.00
	WBL Salaries- 50% (2 industry partners requested) (2 positions; 20hrs@week; \$6.00@hour; 50 weeks)		\$30,604.00
20.	Capital Purchases		\$ 37,000.00
	Mobile Career Readiness Lab: 8 laptops & printer	\$14,000.00	
	biginterview™	\$7,200.00	\$18,000.00
	Conover Online™		\$ 5,000.00
22.	Indirect Costs (8% of total grant budget)		\$ 46,396.90
24.	Total		\$ 626,358.09